

Assistant Town Manager

Definition:

Reports directly to the Town Manager. Performs administrative, planning, and technical work in the coordination and management of Town government. Individual performs a variety of management duties involving budgeting, purchasing, insurance, personnel, and other related functions as assigned by the Town Manager.

Distinguishing characteristics:

Work is performed under supervision of the Town Manager. Performs highly responsible duties of a complex nature requiring the exercise of considerable judgment, initiative, and attention to detail.

Work involves administering a wide-range of policies and procedures, many of which are not standardized. Individual interprets policies and adapts to individual circumstances, requiring accuracy, the use of common sense, and tact. In many circumstances, the policy will first have to be developed before implementation.

Provides technical support and recommendations to the Town Manager, Finance Committee, and to Town departments on financial matters, such as budget preparation, expenditure monitoring, revenue estimation and Reserve Fund transfers. A member of the Finance Team consisting of the Town Accountant, Deputy Assessor, Treasurer/Collector.

Researches and makes recommendations to the Town Manager on all facets of the Personnel functions for all municipal departments and employees, including: recruitment, selection, training, discipline, development of personnel policies and procedures, classification, evaluation, records management and benefits management.

Provides staff support to the Personnel Board and Finance Committee in the absence of the Town Manager, and other committees as assigned by the Town Manager.

Conducts research and analysis to recommend strategies for union contract negotiations. Access to confidential information including matters related to collective bargaining, employee personnel records, and budgetary negotiations. Participates in collective bargaining negotiations and grievance proceedings.

Exercises considerable independent judgment in providing professional advice to a variety of official boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the Town.

Errors in judgment could result in considerable confusion and delay and could result in administrative problems, excessive costs, adverse public relations, or have a negative impact on Town services.

Makes frequent contacts with Town officials and employees, community leaders, and the general public. Makes frequent contact with insurance carriers and consultants and contact with vendors doing business with the Town. Mitigates resident's complaints requiring patience, and discretion. Provides information and ongoing communication with residents via telephone, email, or in person.

Works in conjunction with the Town Manager in interviewing personnel, orienting new employees, and conducting exit interviews.

Exercise supervisory authority over employees at the direction of the Town Manager.

Examples of work:

Oversees risk management for the Town, including health, life, worker's compensation, fleet, property and liability. Works closely with the Benefits Coordinator, vendors, and consultants and makes recommendations to the Town Manager concerning choice of carriers and long-term strategy. Responsible for town-wide insurance claims for accidents, theft, and damage to town owned property, or damage to resident's vehicles claiming the Town responsible. Reviews with our insurance carrier our liability coverage for property, general liability, public officials, school board, and workers' compensation insurance. Reviews loss run statements and stop loss procedures throughout the year resulting in reduced premiums.

General Oversight of the dissemination of department budgets, ensuring that the presentation of budget information is accurate, complete, and consistent with the goals of the Town Manager. Establishes procedures for the completion and submissions of departmental budgets to the Board of Selectmen and Finance Committee for the upcoming fiscal year and provides assistance to both the departments and the Finance Committee at the direction of the Town Manager. Integrates the budget process with the Finance Department. Works with various Boards, Committees, and Department Heads in carrying out directives established by the Town Manager.

Investigates alternatives or improvements in management of administrative and financial affairs. Works with the Town Manager in implementing new systems and management controls within the Town. Works with the Town Manager in coordinating the Capital Plan Program.

Ensures all business before the Board is correct, timely and appropriate for board action. Processes all licenses, permits and business before the board to ensure compliance with the by-laws, Charter, and policies and procedures of the Board of Selectmen. Follows up to ensure action taken by the Board is implemented.

Prepares Board of Selectmen Agendas, meets with all licensees requesting action from the Board, ensuring legal advertising and abutter notification requirements are met, requiring knowledge of Massachusetts General Laws. Properly posts meetings and

attends all Board of Selectmen Meetings. Responsible for recording the minutes of the meetings and properly posting approved minutes at the Library and on the Website. Attends Finance Committee meetings and By-law Review Committee meetings as directed by the Town Manager

Serves as the Criminal History Systems Board Certified Administrator, performing criminal history checks for new employees and/or businesses in the Town of Abington. Serves as the Municipal Hearings Officer hearing building and fire code violations. Serves as the Parking Clerk, hearing parking hearing violations. Serves as a Notary Public and performs notary public service for Town departments, boards, and committees.

Serves as the Assistant Procurement Officer, Affirmative Action Officer, ADA Coordinator, and any other designations made by the Town Manager.

Conducts training seminars to municipal employees regarding the Town's policy against harassment and discrimination thus reducing exposure to the Town.

Member of the Board of Directors for the Southeastern Regional Services group attending monthly meetings ensuring regional purchasing consortium savings.

Member of the Insurance Advisory Committee and Safety Committee reviewing the Town's insurance loss ratio history, training activities, and MIIA rewards programs. Attends MIIA reward and loss prevention programs, thus lowering the cost of the Town's liability insurance premium. Town liaison to the SAGE Committee.

Responsible for coordinating the publication of the Annual Town Report. Responsible for the preparation and printing of Special and Annual Town Meeting Warrants, and assists in compilation and publication of the Combined Annual Financial Report. Develops special management reports and coordinates projects for the Town Manager. In absence of Town Manager, exercises Town Manager responsibilities when representing him outside of the office. Serves as Acting Town Manager in the absence of the Town Manager.

Education and Experience:

Bachelor's degree in Public Administration preferred or related field; Five to Eight years experience in municipal government, or any equivalent combination of education and experience.

Knowledge, Ability and Skills:

Working knowledge of the principals and practices of municipal finance, budgeting, and personnel administration. Knowledge of Massachusetts General Law, Open Meeting Law, and rules and regulations as dictated by the Attorney General's Office and the Department of Revenue. Position requires the individual to communicate clearly and

concisely in all written and oral forms. The position must establish and maintain harmonious relationships with all Town officials (appointed and or elected) as well as town employees. Proficient knowledge in town computer software programs required to carry-out the daily functions of the position. Ability to work on technical projects, which require a substantial degree of independent and professional judgment and conceptual thinking.

Ability to assist Town Manager by implementing policy directives without infringing or encroaching upon authority of supervisory personnel in operating departments, and staff offices of the Town. Maintain excellent written and verbal skills, including the ability to represent the Town Manager at public meetings or public ceremonies. Position requires the individual to maintain good employee and public relations. Individual must make timely and appropriate managerial decisions.